Instructions Uploading to the Proposers' Module

Registration for BAA Tool

1. Go to http://www.tfims.darpa.mil/baa
2. Select "Request an Account" from top navigation
3. Complete all fields on the form provided
4. Submit the form

***Note**: You must register for each BAA that you wish to participate. If you wish to submit multiple proposals per BAA, an account request form must be filled out for each proposal to be submitted. Each account request form will be provided with a unique temporary password.

***Note**: Once your access has been approved, you will receive a temporary password via email. The password received will ONLY be used for allowing you access to change your password. It WILL NOT allow you access to the application. You will have 72 hours, from the time you receive your temporary password, to change the password. If this is not completed within the allocated time frame, your account will be de-activated.

Change Password

1. Go to http://www.tfims.darpa.mil/baa
2. Select "Change Password" from top navigation
3. Enter your username and temporary password.
4. Select a new password and enter it twice
5. Select which BAA the password should be associated to
6. Hit "update" to change password

***Note**: Passwords must contain minimum of eight characters, upper/lower case, and have at least one numeric or special character. If you have registered to submit multiple proposals to a single BAA, passwords MUST be unique to each proposal. An error will be generated if you attempt to use the same password for each proposal.

Login to Upload Proposal

1. Go to http://www.tfims.darpa.mil/baa
2. Select "Log in" from top navigation
3. Enter username/password and select which BAA you are logging into
4. Review/edit POC data provided and add subcontractor (if applicable) & cost data at the bottom of form
5. Select "update"/if no updates select "Proceed to Proposal/Abstract Upload."
6. From drop-down, select "financial" document for upload
7. Use the Browse feature to find the appropriate file for upload
8. Select "upload" to load the file

9. Check the box indicating your desire to upload second file
10. From drop-down, select "technical" document for upload
11. Use the Browse feature to find the appropriate file for upload
12. Once technical file is loaded, your account will be de-activated
13. Log out of tool

***Note**: Preferred file types are .doc/.pdf/.ppt/.txt/.csv/.exl/. The application will NOT accept Zip files or .exe file types. A maximum file size of 50 megabytes, per file, will be enforced.

***Note**: You MUST load your financial document first, then the technical section. Once technical section is uploaded, your account will be de-activated.